General Specifications for Deliveries

Rolls-Royce Solutions Asia Pte. Ltd. hereinafter referred to as “RRS”.

1. Shipping documents

Any documents required to identify the consignment must be in either German or English or a translation must also be provided.

1.1. Delivery note

(1) A **separate** delivery note in accordance with DIN 4991 must be issued **for each delivery point**.
(2) The delivery note must be firmly attached to the outside of the package (visible, protected).

Each delivery note must contain the following information:

- RRS order numbers
- RRS order item number
- Delivery point (see purchase order)
- RRS material numbers
- Delivery quantity
- Delivery note number
- Type and number of individual load carriers/packaging (for RRS/EPAL load carriers, the material no. must be specified).
- Reference to ESD guidelines (electronic components)
- Expiry date (if applicable, date of manufacture), if requested on the purchase order.

1.2. Waybill

(1) The supplier must hand over a separate consignment note to the forwarder **for each delivery point.**
(2) The name of the carrier/forwarder must be indicated.
(3) The waybill must contain a delivery note number or order number for traceability.
(4) The type and number of load carriers must be listed.
(5) Reference must be made to package-related special features (e.g. off-center of gravity).

Each waybill must contain the following information:

- Addresses of seller, buyer and consignee of goods
- forwarding agent
- Net and gross weight
- Type and number of packages
- Incoterms
- Note on customs status
- Port of departure/arrival
- Invoice number and date

1.3. Customs documents (for non-EU deliveries)

The following papers are required:

- Commercial invoice or customs invoice (for free delivery)
- Proof of customs status (T1 dispatch note for customs goods or proof of customs clearance for consignments that have already been cleared or note on the waybill)
- If applicable, original preference documents (e.g. ATR, EUR.1)
- Waybill

Each invoice must contain at least the following information:

- Addresses of seller, buyer, recipient of goods
- Invoice number and date
- RRS order number
- Incoterms
- RRS material number and designation
- Number / quantity
- Unit and total price (item-related) with currency information
- Indication of origin
- Type and number of packages with net and gross weight

2. Protection of goods and packaging

Important:

- The packaging must not pose any (injury-) risk to people or the environment.
- EU packaging directive 94/62/EC must be complied with.

2.1. General protection

In terms of packaging, the following requirements must be observed:

The following points must be observed for the packaging:

- Industry standard, suitable for the mode of transport and storage.
- Minimum use of packaging materials, which is easily recyclable and environmentally friendly.
- Protection against:
  - o Corrosion according to MTV 5066 (see 5.2)
  - o Contamination (e.g. dust, moisture) (except raw parts)
  - o Damage (esp. functional or sealing surfaces)
  - o Static charge (if necessary)
  - o Bending and breakage
- Unpacking requirements for packaging:
  - o If possible perforation / tear tape / or similar
  - o Not solid/unnecessarily taped (with adhesive tape)
  - o Sub-packaging not welded, tightly wrapped, shrink-wrapped, vacuumed, etc.
  - o Lid not nailed shut / not screwed / no staples / easily removable
- If possible, use cardboard instead of wood or plastic.
- Individual packages must be stackable.
- Components must not protrude upwards or sideways beyond the load carrier. The load carrier must be larger than the component.
- Horizontal instead of vertical component orientation (lowest possible centre of gravity).
- Minimum packaging size with maximum filling level
- Ensure that the packaging has a stable design so that safe storage, further transport and individual removal of the components is possible after removal of the transport protection.

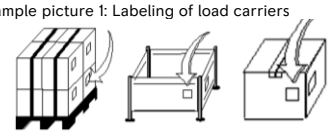
2.2. Specific protection

(1) The General Specifications for Deliveries are complemented by the packing specifications which are agreed with the relevant supplier in advance for each material number and are binding.
(2) Valid packing instructions are listed in the order and in the delivery schedule call-off.
(3) RRS load carriers may only be used by agreement.

3. Identification labeling

The labeling must be clearly legible on the side of the package, load carrier and sub-packaging (see sample picture 1). In doing so, designated areas are to be used for marking.

Sample picture 1: Labeling of load carriers



3.1. Labeling of packages

The following data fields must be included in the identification of a package according to VDA 4902 (see sample picture 2):

- RRS material number (if possible with barcode (EAN type 128))
- Quantity per package
- Expiry date if required on the order
- Delivery note number

Sample picture 2: Label on package/sub-packaging/ SLC

(1) In the case of package-related special features (e.g. eccentric centre of gravity, lashing), a separate clearly visible notice in accordance with ISO 780 must be attached to the package.
(2) If a material number consists of several components, these must be packaged and marked as a single set.
(3) Special case:
  a. If joint packing is not possible, the packages must be numbered consecutively according to the following convention: Package x of y (e.g. material number 123, package 2 of 5).
  b. Furthermore, a packing list must be supplied on which all packages and their contents are listed.
  c. In addition, a packing list with its contents must be attached to the package.

3.2. Labeling of sub-packaging

The sub-packaging must have the following marks (see sample picture 2):

- RRS material number
- Quantity per package
- Expiry date if required on order

3.3. Special requirements for multi-item packages

(1) A multi-item package must be labeled clearly as such.
(2) If deliveries are made in multi-package containers, the individual material numbers must be grouped into individually manageable sub-packages.
(3) Multi-package containers may only contain packages destined for the same delivery address.

4. Handling

(1) In the case of mixed consignments/ multi-item packaging, different revision levels per material number must not be combined in one package. Each material number must be packed separately and be transportable individually.
(2) Any paper (labels, delivery notes, etc.) and packaging aids (SLC lids, filler materials, etc.) must be affixed to the package in such a way that they do not detach from the package during transport.
(3) Load carriers and packages with a weight of more than 25kg must be accessible from all sides (min. 100mm underride height).
(4) A maximum weight of 15kg applies to sub-packages/small load carriers. Weights over 15kg must be coordinated.
(5) SLCs and cartons may have a maximum height of 1 m and a maximum weight of 1.5 tons (depending on component geometry).
(6) No packaging will be returned to the supplier without special an additional agreement.
(7) An EPAL exchange shall only take place for EUR pallets and EUR grid boxes, a perfect condition (according to EPAL guidelines) must be ensured. Other EPAL load carriers shall be treated as disposable packaging.

5. Miscellaneous

5.1. Exception

Any deviations from the general delivery instructions must be approved in advance by RRS and noted as a special reference on the delivery note and the packages.

5.2. Other applicable rules and regulations

(1) These general delivery regulations* do not release the supplier from the currently valid statutory regulations.
(2) The "General Regulations for Container Management"* must be followed in their current version.
(3) For components subject to special cleanliness according to the design drawing, the standards MTN 5253-1* and MTN 5253-2* must be observed.

(4) For components subject to corrosion, the requirements of process standard MTV 5066* must be met.
(5) For materials with limited time use, the procedural standard MTV 5005* must apply.
(6) If wooden packaging is used for deliveries from non-EU countries, the requirements according to IPPC Standard ISPM No. 15 must be complied with.

(* can be found on the RRS purchasing website www.mtu-solutions.com)